

Financial and Administrative Services Department
Purchasing Office, Materials Management

P. O. Box 1088, Austin, TX 78767

January 8, 2007

Sabrina McLaughlin
National Envelope
1130 Avenue S
Grand Prairie, TX 75050

Re: Solicitation No. SC06300056
Envelopes, Departmental

Dear Ms. McLaughlin,

The Austin City Council has approved a contract with your company for the above-referenced bid item as follows:

Date of Award:	November 16, 2006
Contract No.:	GA070000039
Dollar Value:	Not-to-exceed \$59,212.15 annually.
Contract Term:	January 9, 2007 thru January 8, 2009 with two 12 month extension options.
Agenda Item No.:	<u>35</u>
Agenda Date:	<u>11/16/06</u>

Invoices shall be sent from National Envelope – Grand Prairie, 1130 Avenue S, Grand Prairie, TX 75050. Attached is a copy of the bid submitted by your company including all contract terms and conditions.

Thank you for your interest in doing business with the City of Austin. If you have any questions regarding this contract, please contact me at 512-974-2035.

Sincerely,

Sydney Ceder, Senior Buyer
Purchasing Office
Finance and Administrative Services Department

Enclosure

cc: Mike Jones, Materials Management